

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY
Associate Fiscal Administrative Officer
Fiscal Division – Solnit North

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: State Employees on current exam list **Location:** 36 Gardner Street East Windsor, CT
Hours: 40 (Monday - Friday: 8:00 AM to 5:00 PM w/one (1) hour lunch or 8:30 AM - 5:00 PM w/ 30 minute lunch)
Salary: \$74,148 - \$95,363 (Annually) **Closing Date:** February 17, 2015

The Department of Children and Families is recruiting for an Associate Fiscal Administrative Officer within the Fiscal Division. This position is full-time 40 hours per week. This position will be located at Solnit North, 36 Gardner Street, East Windsor, CT.

Eligibility Requirement: Candidates must have applied for and passed the Associate Fiscal Administrative Officer exam and be on a current certification list promulgated by the Department of Administrative Services for this classification at the time appointment to this position. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for a lateral transfer.

Examples of Duties: Plans office work flow and determines priorities; schedules, assigns, oversees and reviews work; establishes and maintains office procedures; provides staff training and assistance; conducts or assists in conducting performance evaluations; acts as liaison with other operating units, agencies and other officials regarding policies and procedures; prepares and analyzes complex financial statements and reports and budget requests; projects expenditures and assists in financial planning; maintains fiscal controls by authorizing non-routine expenditures; manages various phases of budget process; makes recommendations on policies and standards; oversees maintenance of accounting records; utilizes EDP systems for financial records, reports, and analyses; may oversee implementation and analysis of financial and administrative EDP applications; may oversee grant and contract administration; may perform complex purchasing tasks such as preparing specifications, soliciting bids and recommending contract awards; may oversee leasing functions including negotiating contracts and space requirements; may supervise support services such as stores, inventory, security, mailroom, food service or maintenance; may supervise human resources, payroll, purchasing and/or other fiscal and administrative functions; performs related duties as required.

General Knowledge: Considerable knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of grants and contracts preparation and administration; knowledge of purchasing principles and procedures; some knowledge of human resources and payroll practices and procedures; considerable interpersonal skills; considerable oral and written communication skills; considerable ability in preparation and analysis of financial and statistical reports; ability to understand and apply relevant state and federal laws, statutes and regulations; ability to utilize EDP systems for financial management; some supervisory ability.

General Experience: Seven (7) years of experience in a combination of fiscal administrative functions (e.g., accounting, accounts examining, budget management, grants administration, human resources, payroll, purchasing) at least one of which must be an accounting or budgeting function.

Special Experience: One (1) year of General Experience must have been at the professional working level of Fiscal/Administrative Officer or Accountant. **Note:** Connecticut Careers Trainee experience (target Fiscal/Administrative Officer or closely related class) is at the professional training level and is below the professional working level.

Preferred Qualifications: Budget, Purchasing, Accounts Payable and Receivables, management and reconciliation of state cash accounts, QuickBooks experience, supervisory experience, customer service and inventory. Core experience is required.

Substitution Allowed: (1) College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. (2) A Master's degree in public administration, business administration or accounting may be substituted for one (1) year of the Special Experience. (3) For State Employees experience as a Purchasing Services Officer 1 substitutes for the General and Special Experience on a year for year basis.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, three (3) SUPERVISORY references (current state employees please provide last two Service Ratings in lieu of references) and an Application for Employment (CT-HR12) to the address below. **Please reference Job Posting #TH43301CO. Applications must be postmarked no later than the closing date indicated above. Incomplete application packages will not be considered. Due to the large volume of applications received we are unable to provide confirmation of receipt or status updates during the recruitment process.**

DEPARTMENT OF CHILDREN AND FAMILIES
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HARTFORD, CT 06106
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AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

